



Zoning Administrator

Department: Planning

Class Code: 6421

EEO Code: 22

FLSA: E

Effective: 01/06/1993

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in coordinating, supervising and directing activities of Code Enforcement and Public Information sections in the Planning Department; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates and manages personnel and work flow for Code Enforcement and Public Information sections; interviews, trains, supervises and evaluates staff; acts as Secretary to Board of Zoning Appeals (BZA); coordinates BZA activities and responds to inquiries and correspondence; oversees BZA and Board of Supervisors processes such as mobile homes, variances, special exceptions and appeals to Planning Director's decisions; assists in preparation of BZA minutes; renders opinions and interpretations of the zoning ordinance; researches questions and ordinances; consults with staff and makes recommendations to Planning Director relative to zoning interpretation; advises staff and citizens; prepares monthly reports and other reports as directed; collects and analyzes data; compiles projection reports; oversees and maintains official files for zoning and subdivision ordinance amendments; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of zoning and subdivision ordinances, County code and state enabling legislation; of legal precedent and procedure; of effective supervisory principles; of research methods.

Considerable skill in interpersonal relations; in effective oral and written communication. Working skill in operation of personal computer. Ability to perform field work including walking through rough or undeveloped sites; ability to climb stairs as needed.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a master's degree in planning, public administration or related field and four years of progressively responsible experience in zoning administration, including two years of supervisory experience; or an equivalent combination of training and experience. Must possess a valid Virginia vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
